

How to Submit Proposed Documents in Maricopa County Superior Court

Submitting a 'Proposed Order' or 'Proposed Judgment' as a connected (supporting) document

Allowed formats: docx, odt

1. On the 'Documents' tab, click the 'Add Lead' link.

| # | Document | Document Type | Target Case Participant | Filing Fee | Application Fee | Pages | File | Size (MB) |
|-------|--------------------------|---------------|-------------------------|------------|-----------------|-------|------|-----------|
| | Add Lead | | | | | | | |
| Total | | | | \$0.00 | \$0.00 | 0 | | 0.0000 |

2. Add your main / lead document.
 - a. Select the 'Document Category' and 'Document Type' that best describes your lead document

Lead Document at the end

Document #: New Document Filing Fee: \$0.00 [Clear](#)

Search: **Document Category:** **Document Type:**

- b. Attach your lead document

☒ Motion To Continue ☐ Motion To Continue On The Inactive Calendar ☐ Motion To Dismiss ☐ Motion To Dismiss For Lack Of Jurisdiction
☐ Motion To Extend Time For Service ☐ Motion To Intervene ☐ Motion To Set Aside/Vacate ☐ Motion To Set/Certificate Of Readiness
☐ Motion To Withdraw Counsel

1 - 6 of 6 Items

*** Document Title:** MOTION TO CONTINUE

Pages:

*** Upload:** C:\Users\porter\Documents\Test Documents\T... [Browse...](#)

[Save](#) [Cancel](#)

- A. Enter the document title without special characters.
- B. Press the 'Browse' button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 9.5MB.
- C. Press the 'Save' button.

3. Add your proposed document as a Connected document
 - a. Click the 'Add Connected' link under the lead document

| # | Document | Document Type | Target Case Participant | Filing Fee | Application Fee | Pages | File | Size (MB) |
|-------------------------------|------------------------|--------------------|-------------------------|------------|-----------------|-------|--|-----------|
| 1 | Remove | MOTION TO CONTINUE | | \$0.00 | \$6.50 | 0 | C:\Users\porter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCK-Motion.docx | 0.0150 |
| Add Connected | | | | | | | | |

- b. Select 'Order' as the 'Document Category' and 'Proposed Order/Judgement' as the Document Type

Search:

Document Category: Document Type:

Order

☒ Proposed Order/Judgment ☐ Proposed Order/Judgment- Condemnation

1 - 1 of 1 items

- Unless you are filing into an Eminent Domain case, do **NOT** select *Proposed Order/Judgment – Condemnation (Supporting)*

Proposed Orders/Judgments of Condemnation & Proposed Orders of Immediate Possession in Eminent Domain cases

The *Proposed Order/Judgment – Condemnation (Supporting)* option should only be used when filing into Eminent Domain cases. This option allows the specific types of proposed orders normally filed in Eminent Domain cases to be filed as a PDF rather than in an editable format as required for all other types of Proposed Orders. This allows filers to include legal descriptions of property in their orders.

Order

☒ Proposed Order/Judgment ☐ Proposed Order/Judgment- Condemnation

1 - 2 of 2 items

* Document Title:

Pages:

Upload:

- A. Enter the document title without special characters.
- B. Press the 'Browse' button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 9.5MB.
- C. Press the 'Save' button. The Add Connected Document window will automatically close.

- a. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.

| # | Document | Document Type | Filing Fee | Application Fee | Pages | File | Size (MB) |
|---|-----------------------------|-----------------------------------|------------|-----------------|-------|--------------------------------------|-----------|
| | Insert Lead | | | | | | |
| 1 | Remove | NOTICE OF FILING PROPOSED HEARING | \$0.00 | \$0.00 | 0 | C:\fakepath\DOCX-ProposedOrder.docx | 0.0129 |
| | Remove | Proposed Hearing | \$0.00 | \$0.00 | 0 | C:\fakepath\Complaint-1500Pages.docx | |

- b. Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:

| # | Document | Document Type | Target Case Participant | Filing Fee | Application Fee | Pages | File | Size (MB) |
|---|------------------------|--------------------|-------------------------|------------|-----------------|-------|---|-----------|
| 1 | Remove | MOTION TO CONTINUE | | \$0.00 | \$6.50 | 0 | C:\Users\porter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-Motion.docx | 0.0150 |
| | Remove | PROPOSED ORDER | | \$0.00 | \$0.00 | 0 | C:\Users\porter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-ProposedOrder.docx | 0.0164 |

Submitting a Proposed Order or Proposed Judgment as a main/ lead document

Allowed formats: doc, docx

1. On the 'Documents' tab, click the 'Add Lead' link

| Filter | Case Information | Documents | ServiceList | Fees and Payments | Review and Submit |
|------------------------|----------------------------------|---------------------------|-----------------------------|-----------------------------------|-----------------------------------|
| Uploaded Documents | | | | | |
| # | Document | Document Type | Target Case Participant | Filing Fee | Application Fee |
| | Add Lead | | | | |
| Total | | | | \$0.00 | \$0.00 |

2. Add your main / lead document.

- a. Select 'Order' as the 'Document Category' and 'Proposed Order/Judgement' as the 'Document Type'.

Search: Enter Search criteria and tab or hit enter to filter the

Document Category: Order Document Type: Proposed Order / Judgment

☒ Proposed Order / Judgment ☐ Special Master Order

1 - 1 of 1 items

* Document Title:

Pages:

* Upload:

- A. Enter the document title without special characters.
- B. Press the "Browse" button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the Open' button. You can upload any single file up to 9.5MB.
- C. Press the 'Save' button. The Add Lead Document window will automatically close.
- b. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.

| # | Document | Document Type | Filing Fee | Application Fee | Pages | File | Size (MB) |
|---|-----------------------------|-----------------------------------|------------|-----------------|-------|--------------------------------------|-----------|
| | Insert Lead | | | | | | |
| 1 | Remove | NOTICE OF FILING PROPOSED HEARING | \$0.00 | \$0.00 | 0 | C:\fakepath\DOCX-ProposedOrder.docx | 0.0129 |
| | Remove | Proposed Hearing | \$0.00 | \$0.00 | 0 | C:\fakepath\Complaint-1500Pages.docx | |

- c. Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:

| # | Document | Document Type | Filing Fee | Application Fee | Pages | File | Size (MB) |
|---|-----------------------------|-----------------------------------|------------|-----------------|-------|--------------------------------------|-----------|
| | Insert Lead | | | | | | |
| 1 | Remove | NOTICE OF FILING PROPOSED HEARING | \$0.00 | \$0.00 | 0 | C:\fakepath\DOCX-ProposedOrder.docx | 0.0129 |
| | Remove | Proposed Hearing | \$0.00 | \$0.00 | 0 | C:\fakepath\Complaint-1500Pages.docx | 1.6021 |